

VOLUME 1  
JOINT FEDERAL TRAVEL REGULATIONS  
CHANGE 154

Alexandria, VA

1 October 1999

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 October 1999 unless otherwise indicated.

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This change includes all material written in MAP Items 31-98, 46-99(E) and 50-99(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 153 cover page.

BRIEF OF REVISION

These are the major changes made by Change 154:

U1039; Appendix A, Part II; Appendix O. Allows implementation of Appendix O as PMO-DTS fields DTS without listing each location and date.

U5310-E. Clarifies that a member is responsible for special packing, crating, and handling expenses only for articles involving a weight additive (e.g., a boat).

U7175 table. Updates the Summary of Reserve Entitlements Table to reference only Chapter 3, 4 and 5.

U7700. Quotes from the JTR, Chapter 6, Part A. Deletes the authority to use invitational travel orders to authorize travel and transportation for contractors and contractor employees. Directs contractors and contractor employees to the Federal Acquisition Regulations (FAR § 31.205-46 for regulations applicable to their travel (available at <http://www.arnet.gov/far/pdf/frame.html>)).

U9100-A; U9106; Appendix K. Increases OHA utilities allowance from an average of reported utility costs by members to the 80<sup>th</sup> percentile effective 1 October 1999. This is in line with the current computation procedure for maximum rental allowance ceilings.



0516LP0263151

Appendix K. Revises Appendix K, Part I to remove the requirement for annual recertification of OHA housing cost data.

Appendix L. Adds USSOC to the listing.

Appendix S. Updates the Southern Command recertified FEML locations to 31 March 2001.

## JOINT FEDERAL TRAVEL REGULATIONS

## VOLUME I

Following is a list of sheets in force in Volume I, Joint Federal Travel Regulations, which are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. See "Procurement of Regulations" in the Introduction. Single sheets aren't available.

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151	U3D-3	151	U5B-13	149	U5F-9	151	U7G-7
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**U1030 TERMINOLOGY**

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume may not be applicable to other Volumes or to other Government regulations.

**U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES**

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

**U1036 NAVY MEMBERS ORDERED TO NUCLEAR POWER COMMAND TRAINING CURRICULUM**

This paragraph applies to a test being conducted by the Department of the Navy for senior members initially entering the nuclear power training syllabus. Under test procedures, the Secretary of the Navy or the Secretary's designated representative may authorize a TDY assignment for members attending two or more sequential courses of instruction at different locations within a 12-month period, each course being 20 or more weeks in duration, provided that:

1. multiple PCS assignments would impact a member's family stability, or otherwise cause unusual personal/financial hardship to the member;
2. use of Government quarters and messing when available is directed; and
3. PCS versus TDY cost comparisons are considered before issuing orders.

**U1038 MEMBERS PARTICIPATING IN THE EDUCATIONAL LEAVE PROGRAM RELATING TO CONTINUING PUBLIC AND COMMUNITY SERVICES**

( See par. U7656)

**★ U1039 DOD TEST OF SIMPLIFIED ENTITLEMENTS**

Simplified travel entitlement rules in Appendix O govern TDY for members assigned to DoD Components listed in the table in Appendix O and for those locations where DTS has been fielded.

**U1045 GOVERNMENT QUARTERS USE/AVAILABILITY**

A. Quarters Available. Members should use adequate available Government quarters; *however*, when other lodgings are used, lodging reimbursement is limited to Government quarters' cost.

***NOTE: FOR COAST GUARD PERSONNEL ONLY: Government quarters are available only if use is directed in the order.***

B. Quarters Not Available. Government quarters are not available:

1. when a TDY/delay point is at other than a U.S. installation;
2. when an order-issuing official determines that Government quarters use would adversely affect mission performance, except for:
  - a. members attending service schools at an installation; and

- b. officers in grades O-7 through O-10 who determine their own quarters availability;
- 3. during all periods of travel en route;
- 4. for any TDY/delay of less than 24 hours at one location;
- 5. when travel is in connection with a PCS:
  - a. when per diem is payable under MALT plus (par. U5105);
  - b. when a member is authorized concurrent travel, and the family cannot lodge together in Government quarters at ports of embarkation/debarkation; or
  - c. to a ship/afloat staff homeported OCONUS:
    - (1) and a member is accompanied by dependents authorized concurrent travel;
    - (2) and is put on TDY at the homeport while awaiting arrival of the ship/staff or onward transportation;
    - (3) and Government quarters are not available for the entire family; or
- 6. when a member is TDY at a medical facility as a nonmedical attendant accompanying a dependent in an outpatient status (see par. U7551).

#### C. Travel Order/Voucher

1. Documentation. A travel order/voucher must document non-availability by:
  - a. confirmation number provided by the Service's registration process;
  - b. the date the member attempted to make reservations, and the phone number and name of the billeting office point of contact; or
  - c. member certification that Government quarters were not available on arrival.
2. Authorization/Approval. When a member provides acceptable documentation on a travel order/voucher of Government quarters non-availability, the order-issuing authority must authorize/approve reimbursement for commercial lodgings.

#### **U1050 CONFERENCES/TRAINING AT THE PDS**

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 U.S.C., §404. For authority to pay related training costs at the PDS see 10 U.S.C. §2013; 5 U.S.C. §4109; 42 U.S.C. §218a; and 14 U.S.C. §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, January 13, 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

#### **U1051 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS**

Government policy is to save lives and protect property by promoting fire safety in hotels and other establishments that provide lodging to transient guests. Each DoD component must take appropriate steps to strongly encourage members who use commercial lodgings while on official travel to stay at firesafe-approved accommodations. Lodgings that have met the Government requirements are listed on the U.S. Fire Administration's internet site at: <http://www.usfa.fema.gov/hotel/index.htm>.

## PART B: PER DIEM ALLOWANCE

### U4100 GENERAL

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the day of departure from and for the day of return to the PDS, in which case a per diem is computed as prescribed in par. U4125-A. Per diem rates for location in CONUS are prescribed in Appendix D. Per diem rates for OCONUS locations are prescribed in Appendix B.

### U4101 WHEN PER DIEM ALLOWANCE IS AUTHORIZED

Unless otherwise specifically provided for or restricted in this Volume, the per diem allowances prescribed in this Part apply for all periods of TDY, and travel in connection therewith, including but not limited to the following:

1. periods of necessary delay awaiting further transportation,
2. periods of delay at ports of embarkation and debarkation in connection with a PCS,
3. periods of TDY directed in a PCS order,
4. delays for the purpose of qualifying for reduced travel fares (see par. U4325-F).

### U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

A. When Not in a Travel Status. A member is not entitled to per diem for any day before the day during which a travel status begins or for any day after a travel status ends (par. U2200-C).

B. Day of Leave or Proceed Time. A member is not entitled to per diem on any day classified as leave or proceed time.  
**NOTE:** *A day used in a constructive travel computation for PCS mixed mode travel does not make that day a travel day (see par. U5160).*

C. When PCS MALT PLUS Is Payable. A member is not entitled to per diem for any day that PCS MALT PLUS is payable.

D. Travel or TDY Within PDS Limits. Except as authorized in par. U4105-H, a member is not entitled to per diem for travel or TDY or performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS in connection with TDY or away from the PDS. For transportation entitlement see Chapter 3. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the limits of the PDS by members escorting arms control inspection team/members while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DoD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below no per diem is payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. **Exception:** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is entitled to per diem at the old PDS. Example: A member departs the Pentagon PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is entitled to per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

E. TDY Within the Local Area of the PDS (Outside the PDS Limits). A member is not entitled to per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par U3500-B, unless overnight lodging is

required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

F. Round Trips Within 12 Hours. A member is not entitled to per diem for TDY which is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

★ G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under orders directing no/limited reimbursement (Part A) are not entitled to per diem except as noted in par. U4002. Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. A member is not entitled to per diem for navigational and proficiency flights when they are authorized at the member's request.

I. Assigned to Two-Crew Nuclear Submarines. A member under PCS orders is not entitled to per diem after 2400 on the day the member assigned to a two-crew nuclear submarine (SSBN) arrives at the homeport of the vessel and no further travel is performed away from the homeport under those orders (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty Aboard Government Vessel. A member is not entitled to per diem for any period of TDY or training duty aboard a Government vessel when both Government mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. The TDY training duty is considered unbroken when a member transfers from one Government vessel to another at the same place and the transfer is made within a 10-hour period. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

K. Aboard Vessel Constructed by Commercial Contractor. A member is not entitled to per diem for the period aboard a vessel constructed by a commercial contractor during acceptance trials before commissioning when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

L. Field Duty. A member on field duty is not entitled to per diem except when the:

1. senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Government quarters at no charge, and/or Government meals at no charge for enlisted members, were not available during stated periods of the field duty;
2. member is participating in the advance planning or critique phase of the operation; or
3. Secretary concerned authorized payment of a per diem to members who are performing field duty while in a travel status under par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals or quarters necessarily procured.

M. TDY Aboard Foreign (Nongovernment) Vessel. A member is not entitled to a per diem allowance for any period of TDY aboard a nongovernment foreign vessel when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival on board and ends at 2400 on the day before the day of departure therefrom. If a member is required to retain unoccupied quarters at the location

**PART F: MISCELLANEOUS REIMBURSABLE EXPENSES****U4500 GENERAL**

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. Each miscellaneous expense must be described on the travel voucher.

B. Transportation Expenses Incurred In or Around A PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

**U4505 COMMUNICATION SERVICES**

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. Reimbursement may be authorized/approved by the order-issuing official. The order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The order issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998).

**U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS**

A. General. A member is entitled to reimbursement for meals and/or quarters as provided in subpar. B when the order-issuing official determines the member is required to:

1. procure quarters from commercial, Government or nonappropriated fund sources;
2. use Government quarters and pay a service charge;
3. retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority; or
4. procure meals from commercial or nonappropriated funds sources;

and, the member is in a status listed below:

- ★ 1. par. U4000 (members traveling together under orders directing no/limited reimbursement travel);
- 2. par. U4102-D (within PDS limits only for members escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
- 3. par. U4102-E (TDY within the local area of the PDS (Outside the PDS limits));
- 4. par. U4102-F (round trips within 12 hours);
- 5. par. U4102-G (group travel status);
- 6. par. U4102-J, K, and M (TDY or training duty aboard a vessel);
- 7. par. U4102-L (field duty);
- 8. par. U5108-D (transportation mode directed to first duty station upon enlistment, reenlistment or induction);

9. par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS;
10. par. U7025 (travel incident to application processing);
11. par. U7125-D (bedpatient or inpatient); or
12. par. U7150-E2g (lodging and meal expense at point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

B. Computation for Occasional Meals and Quarters

1. Quarters. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate prescribed in Appendix B or D for the TDY locality. In special or unusual circumstances when the amounts claimed exceed the applicable per diem rates, a request may be submitted under par. U4215 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4125-A1i.

2. Meals. If the order-issuing official determines that a member is required to procure meals, the member is entitled to the actual amount paid NTE the PMR (no incidental expenses) as prescribed in subpars. U4125-A3b(1)(a)3 or (b)3 based on the per diem rate as prescribed in Appendices B or D for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

**U4520 MISCELLANEOUS EXPENSES**

Travelers are entitled to reimbursement for necessary travel-related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passports and visas fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of \$50 a night, but pays \$100, the traveler may be reimbursed only for the taxes on \$50).

**NOTE:** *Taxes for OCONUS lodging are part of per diem/AEA and are not separately reimbursable;*

6. fees for:

- a. currency conversion; (**NOTE:** *Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));*
- b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does **not** include cashing checks/drafts **for salary**); and

- U5225**                      **Separation from the Service or Relief from Active Duty Except for Discharge With Severance or Separation Pay, Involuntary Separation, and Separation Under the VSI or SSB Program**
- A. General
  - B. Duty Station Erroneously Designated as HOR
  - C. Separation from the Service or Relief from Active Duty to Continue in the Service
  - D. Separation from the Service or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service
  - E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks
  - F. Member Serves Less Than Initial Prescribed Period of Service
  - G. Time Limit
  - H. Member Ordered to a Place to Await Results of Disability Proceedings
  - I. Member Ordered to a College
- U5230**                      **Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, Involuntary Separation, or Separation under the VSI or SSB Program**
- A. General
  - B. Time Limits
  - C. Recalled to Active Duty Before Choosing a HOS
  - D. Recalled to Active Duty After Choosing a HOS
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- U5237**                      **Dependents' Transportation When Transportation Documents or Funds are Lost or Stolen**
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- A. General
  - B. Return of OCONUS Dependents Due to Official Situations
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  - K. Dependents' Travel Incident to In-Place Consecutive Overseas Tour (IPCOT)

- U5241**                      **Transportation of Dependents When Member Officially Reported as Dead, Injured, Ill, or Absent for More Than 29 Days in a Missing Status or Upon Death**
- A. General
  - B. Definitions
  - C. Limitations
  - D. When Authorized
  - E. Administrative Instructions
  - F. Attendants for Dependents
- U5242**                      **Funeral Travel**
- A. Transportation for Survivors of Deceased Member to Attend Member's Burial Ceremony
  - B. Funeral Travel of Families of Members Who Died While POWs or MIAs During the Vietnam Conflict
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- A. Transportation of Student Dependents Attending Dormitory Schools Operated by DoD
  - B. Travel of DoDEA Students with Handicaps for Diagnostic and Evaluation Purposes
  - C. Transportation of Student Dependents for Purpose of Attending School in the United States
- U5246**                      **Transportation of Family Members of a Seriously Ill or Injured Member**
- A. General
  - B. Definition
  - C. Transportation
  - D. Limitations
  - E. Reimbursable Expenses
- U5250**                      **Advance of Funds**

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**PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)**

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<u>Paragraph</u>	<u>Contents</u>
U5300	General
U5305	Eligibility
U5310	<b>Basic Entitlement</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Prescribed Weight Allowances</li><li>C. PBP&amp;E</li><li>D. Additional Consumable Goods</li><li>E. Certain Articles Involving a Weight Additive</li></ul>



C. Professional Books, Papers, and Equipment (PBP&E). A member is entitled to PBP&E transportation, when the member certifies the PBP&E as necessary for the performance of official duties. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but aren't charged against the authorized weight allowances in subpar. B. When the items no longer qualify as PBP&E, they may be transported or placed in NTS incident to the next PCS as PBP&E. Failure to transport or place into NTS such articles on the next PCS results in loss of PBP&E status. Articles which lose their identity as PBP&E are HHG, if otherwise qualified.

***Effective 10 November 1998***

D. Additional Consumable Goods. A member, assigned to a PDS designated in Appendix F, Part I is entitled to transportation of consumable goods in addition to the authorized HHG weight allowance. The consumable goods must be for the personal use

of the member and/or dependents. OCONUS locations and their consumable goods weight allowances are contained in Appendix F, Part I. Instructions for adding a location to the list are contained in Appendix F, Part II.

★ E. Certain Articles Involving a Weight Additive. When HHG include an article, such as a boat, for which a weight additive is assessed by a carrier (as prescribed in the applicable tariff), the weight additive counts against the weight allowance in subpar. B. If the article also requires special packing, crating, and handling, the member is responsible for these expenses.

F. Excess Costs for Transportation of Boats as HHG. The following examples outline the method to determine excess cost, using various rates available from MTMC which might arise in connection with the movement of a boat.

**EXAMPLE 1**

Member on PCS from San Diego, CA to Washington, DC (2,595 miles).  
Member is 0-6 with a weight allowance of 18,000 lbs.  
Member transports HHG weighing 12,000 lbs. (net less 10%) and a boat (no trailer) weighing 20,000 lbs.  
The lowest usable applicable Government Bill of Lading (GBL) rate (MTMC's D-X or discount rate plus the MaxPac rate) for HHG transportation of 18,000 lbs. between authorized points is \$69.65/cwt.  
The MTMC one-time-only (OTO) rate for movement of boat between authorized points is \$5,000.

**EXCESS COST COMPUTATION**

**STEP 1:**

**Member's Maximum Entitlement.**

Multiply the MTMC lowest usable applicable GBL rate times the sum of the weight of HHG transported (if any) plus the boat's actual weight.

**NOTE:** *If the sum exceeds the member's authorized weight allowance, multiply the lowest usable applicable GBL times the member's maximum weight allowance.*

HHG transported (net less 10%)		12,000 lbs.
Weight of boat		+20,000 lbs.
Total weight of HHG and boat		32,000 lbs.*
*Exceeds member's maximum weight allowance		
Member's maximum weight allowance (18,000 lbs. = 180 cwt)	180 cwt	
times lowest usable applicable GBL rate	x \$69.65/cwt	
Cost of member's maximum entitlement	\$12,537.00	

**STEP 2:**Actual Cost of HHG Transportation.

Add the sum of the MTMC OTO rate for the boat and the lowest usable applicable GBL rate used, times the weight of HHG actually transported, other than a boat.

OTO single factor (flat) rate for moving boat		\$ 5,000.00
Weight of HHG actually transported (12,000 lbs. = 120 cwt) times lowest usable applicable GBL rate	120 cwt x \$70.20/cwt =	+ \$ 8,424.00
Total		\$13,424.00

**STEP 3:**

Compare the results of STEPS 1 and 2.

In this case, the cost in STEP 2 is more than the cost in STEP 1.

The member owes the following excess:

Total STEP 2	\$13,424.00
Less STEP 1	- \$12,537.00
Difference (if negative amount enter zero)	\$ 887.00
Additional accessorial costs member owes (lift on/off charges)	+ \$ 300.00
Total cost member owes for transportation	\$ 1,187.00

**EXAMPLE 2**

Member on PCS from Scott AFB, IL to Andrews AFB, MD (790 miles).

Member E-6 (with dependents) with a weight allowance of 11,000 lbs.

Member transports HHG weighing 8,000 lbs. (net less 10%) and a 17' bass boat and trailer weighing 2,800 lbs.

The lowest usable applicable GBL rate (MTMC's D-X or discount rate plus the MaxPac rate) for HHG transportation of 11,000 lbs. between authorized points is \$39.05/cwt.

The MTMC OTO rate for movement of boat/trailer between authorized points is \$900.

**EXCESS COST COMPUTATION****STEP 1:**Member's Maximum Entitlement.

Multiply the MTMC lowest usable applicable GBL rate times the sum of the weight of HHG transported (if any) plus the boat's actual weight.

**NOTE:** *If the sum exceeds the member's authorized weight allowance, multiply the lowest usable applicable GBL rate, times the member's maximum weight allowance.*

HHG transported (net less 10%)		8,000 lbs.
Weight of boat		+ 2,800 lbs.
Total weight of HHG and boat		10,800 lbs.*
*Does not exceed member's maximum weight allowance		
Weight of HHG actually transported (10,800 lbs. = 108 cwt)	108 cwt	
times lowest usable applicable GBL rate	x \$ 39.05/cwt	
Cost of member's maximum entitlement	\$4,217.40	

**STEP 2:**Actual Cost of HHG Transportation.

Add the sum of the MTMC OTO rate for the boat and the lowest usable applicable GBL rate, times the weight of HHG actually transported, other than a boat.

F. Costs Not Allowed. When a mobile home is transported by the Government under par. U5510-A or transported at personal expense by the member who is reimbursed for actual transportation costs under par. U5510-B, with the exception of those costs listed in subpar. E, the following costs shall not be allowed:

1. all costs for replacement parts, structural repairs, brake repairs, tire purchases, and for any repairs or maintenance performed en route, except as provided in subpar. E, item 13 (member should ensure that body, frame, springs, wheels, brakes, and tires are in good condition; any extra HHG placed in the mobile home must not result in an overload condition that could result in damage and repair charges);
2. all costs of insurance or excess valuation over the carrier's maximum liability as stated in the carrier's tariffs; and
3. all costs of special handling requested by the member.

#### U5510 METHODS OF SHIPMENT

A. Government-Procured Transportation. At the request of a member or dependent entitled to mobile home allowances, and subject to the member's or dependent's written agreement to pay any excess costs involved (see par. U5505-F), the Government shall arrange for transportation of the member's mobile home by commercial or Government means to and from the points authorized in this Part and pay all transport costs, up to what it would have cost the Government to transport the member's PCS weight allowance from the old to new PDS, or between transport points otherwise authorized in this Part. The measure of entitlement for mobile home transportation for a lesser distance than that authorized is the cost for transportation of the member's PCS weight allowance for the authorized distance rather than the lesser distance the mobile home was actually transported. For Services whose HHG shipments are arranged under MTMC regulations, 105 percent of the Code 1 segmented line-haul and 105 percent of the Code 1 max-pack base line rates shall be used to determine the member's maximum entitlement. For NOAA and PHS, what it would have cost the Government to transport the member's PCS weight allowance shall be determined by using the method the Service would have selected to move the member's HHG.

#### B. Reimbursement for Personally-Procured Transportation

1. General. A member or, the dependent of a deceased member, entitled to mobile home allowances under par. U5500 may transport a mobile home at personal expense or arrange or contract personally with a commercial transporter (see Appendix A) for transportation and be reimbursed for the transportation cost (as prescribed in subpars. 2, 3, and 4) up to what it would have cost the Government to transport the member's PCS weight allowance from the old to new PDS or between points otherwise authorized in this Part. For Services whose HHG shipments are arranged under MTMC regulations, 105 percent of the Code 1 segmented line-haul and 105 percent of the Code 1 max-pack base line rates shall be used to determine the member's maximum entitlement. For NOAA and PHS, what it would have cost the Government to transport the member's PCS weight allowance shall be determined by using the method the Service would have selected to move the member's HHG.
2. Mobile Home Designed To Be Moved Overland by Towing. Reimbursement shall be for actual transportation costs subject to the limitations contained in pars. U5505-E and F. Reimbursement shall not exceed that provided for in subpar. 1. Reimbursement is authorized for temporary storage in par. U5555.
- ★ 3. Self-Propelled Mobile Home Driven Overland. Reimbursement for a self-propelled mobile home driven overland shall be:
  - a. at the automobile mileage rate (see Appendix A) or for the official distance between the points authorized in this Part, or
  - b. for actual transportation costs subject to the limitation in pars. U5505-E and F.

*Reimbursement shall not exceed the amount in subpar. 1.* Reimbursement is authorized for SIT in par. U5555.

★ 4. Self-Propelled Mobile Dwelling Driven Over Water. Reimbursement shall be:

- a. for actual transportation costs subject to the limitations contained in pars. U5505-E and F, or
- b. the automobile mileage rate (see Appendix A) per overland mile for the official distance between the points authorized.

*Reimbursement shall not exceed the amount in subpar. 1.* Reimbursement is authorized for temporary dry storage in par. U5555.

#### U5515 FACTORS AFFECTING MOBILE HOME TRANSPORTATION

A. Election of Mobile Home Allowances. Applications for Government mobile home transportation under par. U5510-A and claims for reimbursement under par. U5510-B must be supported by a member-signed statement that the member:

1. understands that application for shipment or acceptance of payment for mobile home transportation precludes unaccompanied baggage and HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska, as applicable (unless such HHG were removed from the mobile home for safe transportation under subpar. G); and
2. has not requested or accepted payment for and shall not request or accept payment for transportation of the member's PCS weight allowance at Government expense with PCS moves within CONUS, within Alaska, or between CONUS and Alaska, as applicable.

Member may receive allowances for mobile home transportation to a designated place under par. U5505-B2 and may later ship unaccompanied baggage and HHG or transport a mobile home under par. U5505-B3.

B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route. When mobile home delivery at the authorized destination is precluded by breakdown, damage, or destruction of the mobile home while en route under circumstances beyond the member's control, mobile home allowances are authorized to the point where the mobile home was transported. The member may subsequently ship HHG under par. U5330-F5.

C. Improper Shipments. When a mobile home is transported to an improper destination through no fault of the member, the mobile home may be transported therefrom to the proper destination upon authorization/approval of the appropriate transportation officer of the Service concerned. In such cases, the member's obligation shall not exceed that which would have been incurred had shipment been made to the proper destination by the direct route.

D. Orders Amended, Modified, Canceled, or Revoked. When under par. U5510-A or B, a member's mobile home is transported after PCS orders are received and such orders are later amended, modified, canceled or revoked, the member is entitled to mobile home allowances to the original destination (if transportation thereto was completed) or to the point the mobile home was intercepted en route and then to the ultimate new PDS, to another place authorized in this Part, or return to the old PDS, as appropriate. Each segment of such moves shall be computed separately.

E. Mobile Home Transportation from Prior PDS. When a member's mobile home has been retained at some prior PDS, mobile home allowances are authorized from the last PDS:

1. to which unaccompanied baggage and HHG were transported at Government expense;
2. to which mobile home allowances were paid; or
3. at which eligibility to elect mobile home allowances first accrued;

**★ SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL★**  
**ACTIVE DUTY WITH PAY<sup>1</sup>**

SITUATION	TRANSPORTATION <sup>2,3</sup>	PER DIEM <sup>4,5</sup>
Annual training duty <sup>6</sup>	Chap 3 applies	not authorized if govt qtrs & mess available; otherwise Chap 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Chap 3 applies	not authorized if govt qtrs & mess available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Chap 3 applies--reimbursement for POC is the automobile mileage, limited to cost of Government contract carrier	not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Chap 4, Part A). Otherwise, may be authorized reimbursement under Chap 3	not authorized if govt qtrs & mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one-round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Chap 3, Part F	not authorized - AEA may be authorized under U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
Active duty for less than 20 weeks at one location	Chap 3 applies	Chap 4 applies
Additional periods beyond 20 weeks		If prospective extended period is less than 20 weeks per diem continues; if 20 or more weeks per diem stops on date of order directing additional duty
Physical examination in connection with active duty	Chap 5, Part B applies	Chap 5, Part B applies from place orders are received or addressed to place of physical and return, or to new PDS, or return and then to new PDS

*\* This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.*

<sup>1</sup> Applies to members of the reserve components called/ordered to active duty with pay under orders which provide for return to home or place from which called/ordered to active duty. Includes Retired Members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

<sup>2</sup> Travel and transportation allowances are not authorized if place of duty and home are in the corporate limits of the same city or town.

<sup>3</sup> Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

<sup>4</sup> Temporary lodging facilities are not government quarters for purposes of this table.

<sup>5</sup> Reservists on active duty for training who otherwise are not entitled to per diem and who occupy transient govt housing may be reimbursed the actual cost incurred for service charges/lodging.

<sup>6</sup> Since a training location is the PDS, no per diem is payable when govt qtrs & mess are available. Per diem is payable when TDY away from the training location or for travel to and from the AT location if not in a commuting status.

**ACTIVE DUTY WITH PAY (Continued)**

SITUATION	TRANSPORTATION <sup>7, 8</sup>	PER DIEM
Active duty for other than training for 20 or more weeks, required by unusual or emergency circumstances or exigencies of Service	Chap 3 applies	Chap 4 applies
Active duty for 20 or more weeks at one location	Chap 5 applies	No per diem at location except as noted in par. U2145-D -- Chap 5 applies enroute and Chap 4 applies when duty performed at any other location for less than 20 weeks

**ACTIVE DUTY WITHOUT PAY**

	TRANSPORTATION	PER DIEM <sup>9, 10</sup>
Standby Reserves	not authorized	not authorized
Others performing duty without pay	Service discretion to reimburse under Chap 4, Part A (as for members traveling together with no/limited reimbursement) or the automobile mileage rate	not authorized

**INACTIVE DUTY TRAINING WITH OR WITHOUT PAY<sup>11, 12</sup>**

SITUATION	TRANSPORTATION	PER DIEM
TDY to Reserve Member's Assigned unit including the training duty station, drill site, city or town in which assigned unit is located	not authorized - may be authorized reimbursement under Chap 3, Part F	not authorized
TDY to other than Reserve Member's Assigned unit	Chap 3 applies, limited to lesser entitlement from member's abode or home unit.	Chap 4 applies
Standby Reserves voluntarily performing without pay	not authorized	not authorized

*\* This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.*

<sup>7</sup> Travel and transportation allowances are not authorized if place of duty and home are in the corporate limits of the same city or town.

<sup>8</sup> Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

<sup>9</sup> Temporary lodging facilities are not government quarters for purposes of this table.

<sup>10</sup> Reservists on active duty for training who otherwise are not entitled to per diem and who occupy transient govt housing may be reimbursed the actual cost incurred for service charges/lodging.

<sup>11</sup> For travel allowance purposes, the Reserve Component unit is the designated post of duty for Reserve members attached or assigned to that unit.

<sup>12</sup> Reservists on inactive duty for training who otherwise are not entitled to per diem and who occupy transient govt housing may be reimbursed the actual cost incurred for service charges/lodging.

**MEMBERS OF SENIOR RESERVE OFFICERS TRAINING CORPS<sup>13, 14</sup>**

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel of SROTC Advanced Training members 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by Government conveyance or government-procured transportation or reimbursement on a per mile basis at the automobile mileage rate. AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No - Government prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under U4510 at point of delay. 4. If mixed modes are involved pay mileage up to the total cost of Government-procured transportation plus meal tickets (minus cost of any such items used).
SROTC Cadets and midshipmen in Financial Assistance Program ordered to perform TDY	U7001 applies	U7001 applies	Does not apply while at location performing field training or at-sea training when both Gov't qtrs and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Chap 5, Part B applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at time of travel to educational institution	Chap 5, Part B applies	transportation may be furnished or reimbursement made for travel on basis of receipt of a notice of selection for appointment or other evidence showing travel was in connection with such appointment
SROTC Cadets or midshipmen discharged from the Financial Assistance Program	Chap 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Chap 5, Part B applies	if the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as enlisted or officer in Armed Force	Chap 5, Part B applies	Chap 5, Part B applies	from home or place ordered to active duty to the first PDS via any TDY enroute

*\* This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.*

<sup>13</sup> Members and designated applicants appointed under 10 USC 2104--SROTC advanced training members--are not entitled to per diem.

<sup>14</sup> Members and designated applicants appointed under 10 USC 2107--SROTC cadets and midshipmen in Financial Assistance Program may be authorized per diem.

**MISCELLANEOUS**

<b>SITUATION</b>	<b>TRANSPORTATION</b>	<b>PER DIEM</b>	<b>REMARKS</b>
<p>Member entitled to medical or dental care under 10 U.S.C. 1074a for illness, disease, or injury incurred or aggravated while:</p> <p>1) on active duty for a period of 30 days or less; or</p> <p>2) inactive duty training; or</p> <p>3) traveling directly to or from the place where the member performs or has performed such duty.</p>	Chap 3 applies	Chap 4 applies	not authorized if injury is result of member's gross negligence or misconduct
Muster Duty - Member of the Ready Reserve who is not a member of the National Guard or the Selected Reserve	not authorized however, an allowance for Muster Duty is 125 percent of the amount of the average per diem rate for the CONUS in effect on 30 Sep of the year preceding the calendar year in which the Muster Duty is performed.	not authorized	Must be engaged in muster duty for a period of at least 2 hours. (Rate eff 1 Jan 99 = \$146.31)

*\* This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.*



**PART T: TRAVEL OF PERSONS (OTHER THAN MEMBERS AND EMPLOYEES) ON  
INVITATIONAL TRAVEL ORDERS****★ U7700 INVITATIONAL TRAVEL ORDERS**

Travel allowances under Invitational Travel Orders are prescribed in JTR, Volume 2, Chapter 6, Part A for DoD Services and in agency regulations for non-DoD Services and in agency regulations for non-DoD Services. The Invitational Travel Order provisions in JTR, Volume 2, are reproduced here for convenience.

**QUOTED FROM THE JTR, VOL. 2**

*(NOTE: See par. C6004 for information concerning travel by contractor and contractor employees.)*

**C6000 WHEN AND TO WHOM APPLICABLE**

Invitational travel is the term applied to authorize travel of individuals,

- a. not employed by the Government, or
- b. employed (under 5 U.S.C. §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, and
- c. for individuals serving without pay or at \$1 a year

when they are acting in a capacity that is directly related to, or in connection with, official DoD activities. Travel allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by par. C4562-C for interview travel and by item 15 of this paragraph for spouse invitational travel. Invitational travel may be authorized in cases such as when:

1. it is considered in the interest of a department to invite a college or university official or a representative of industry to visit an activity to observe the work performed or the operations of the activity;
2. an individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;
3. an individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby performs a direct service to the DoD, such as providing advice or guidance; (Invitational Travel Orders are not authorized for individuals merely to attend a meeting or conference, even if hosted by the DoD component concerned on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976));
4. attendance of an individual at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation at Government expense to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C6002-F.);
5. an individual is an attendant for a handicapped employee or member of the Uniformed Services who is to be given an Office of Personnel Management award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony if no attendant accompanied him/her (55 Comp. Gen. 800 (1976));
6. attendance of an individual is for the purpose of serving as a sponsor or in a similar official ceremony which is directly related to DoD interests;
7. an individual has been selected as a member of the Executive Reserve under governing regulations relating to Executive Reserve training;

8. an individual is authorized preemployment interview travel under par. C6200;
9. travel is by individuals serving without compensation on Boards of Visitors as provided for in governing regulations of the separate departments consistent with statutory authority;
10. a witness is called to testify in administrative proceedings directed against a civilian employee or member of the Uniformed Services in adverse action type cases, whether on behalf of the Government or on behalf of the civilian employee or member of the Uniformed Services concerned, provided the presiding hearing officer determines the employee or member reasonably can show the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness shall not adequately accomplish the same objective;
11. an individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832;
12. attendance as a complainant at an administrative hearing when the complaint related to the Federal employment of the complainant, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at his/her own expense (B-180469, February 28, 1974);
13. when an individual is an attendant for: (a) a disabled employee on official travel (56 Comp. Gen. 661 (1977)) or (b) an employee who interrupts TDY because of incapacitated illness or injury (par. C6454); and it has been determined that the employee is incapable of traveling alone;
14. a determination is made by the order-issuing official that a dependent may travel with the sponsor at Government expense to attend an unquestionably official function in which the dependent is actually to participate in an official capacity, or such travel is deemed in the national interest because of a diplomatic or public relations benefit to the United States. Such participation is ordinarily limited to spouses and is representational in nature. As such, travel is allowed on a mission noninterference basis only, and must be supported with ITOs, which ordinarily authorizes reimbursement of transportation costs only, not to include per diem-related expenses. However, the order-issuing official may authorize/approve transportation, per diem and/or other expense allowances if it is determined that the individual's travel is essential to accomplishing the mission and there is a benefit for DoD only beyond fulfilling a representational role. Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as overseas or combined commanders (as specified in DoD 4515.13-R), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in Sec. Def. memorandum dated 10 June 1994 (Subject: DoD Policy on the use of Government Aircraft and Air Travel). This authority does not constitute blanket approval authority. Order-issuing officials for all other travel under this item are: (a) The Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD; (b) The Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff; (c) The Commanders of Unified and Specified Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star generals/admirals.***); (d) The Secretaries of the Military Departments, or their designees, for requests from their staffs; (e) The Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.). An ITO issued under the authority of this item, which authorizes Government-funded transportation only (i.e., no per diem or expense allowances) for the dependent, must include the following statement: "This order authorizes the dependent to accompany the sponsor to attend an official function. It does not entitle the dependent to per diem or other expense allowances. If the

dependent does not desire to bear these expenses, the dependent may choose not to travel and the order is canceled";

15. a determination is made by the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or designated representative for personnel assigned to the Joint Staff and unified commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a service endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991));

16. travel is by an individual who serves as an organ donor for a member of the Uniformed Services, where the subject donation is authorized under Service regulations.

## C6001 RESTRICTIONS

Invitational travel at Government expense shall not be authorized for:

1. nonappropriated fund officials or employees traveling on nonappropriated fund business;
2. contractor employees (see par. C6004);
3. dependents and/or movement of HHG or other property of individuals for whom invitational travel orders are issued;
4. (a) Federal Government employees or (b) members of the Uniformed Services, excluding retired persons (Federal employees and Uniformed members on active duty are given regular TDY orders unless authorized preemployment interview travel under par. C6200 and employee/member is in a leave status during such travel (B-219046, September 29, 1986)). An employee/uniformed member may be included on an ITO issued to a patient when traveling as a non-medical attendant.

## C6002 ALLOWANCE EXPENSES

A. General. An ITO provides for travel and transportation of an individual from place of business or home to place where services are required and returned to point of origin.

B. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in Chapter 2 as appropriate to mission requirements.

C. Ship Sponsors. Travel expenses incurred by ship sponsors are included as expenses of launching ceremonies which are borne by the building shipyard as part of the construction costs as provided in the instructions contained in the Navy Comptroller Manual, par. 035384.

D. Persons Not in Government Employ Traveling incident to being called as a Witness at a Military Court-Martial. A person not in the Government employ, when called as a witness before a military court-martial (except those called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832; see par. C6000, item 11), is entitled to travel and transportation allowances in accordance with Service administrative regulations.

E. Participants in Annual National Matches Sponsored by the National Board for the Promotion of Rifle Practice Under 10 U.S.C. §4312. Title 10 U.S.C. §4312 authorizes payment of a mileage allowance to civilian competitors while traveling to and from national matches. The mileage allowance for the return trip may be paid in advance. Provisions for payment of the travel allowances are prescribed in AR 920-30. The ITOs also may authorize a subsistence allowance for the duration of the competition. The rate of the allowances is set by the director for civilian marksmanship and stated in the ITO issued to each competitor.

F. Attendance at an Award Ceremony. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony (for example, a Presidential award ceremony, an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) provided:

1. the travel and transportation is authorized by the head of the DoD component concerned or designee; and,
2. the individual is a person of the award recipient's choosing who is related by blood or affinity or whose close association with the award winner is the equivalent of a family relationship.

The reimbursement authorized in this paragraph is intended to cover instances in which the award winner and guest are geographically distant from the site of the ceremony, rather than in instances in which the award winner's residence is in the same area as the ceremony. (For example, if the award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC, travel may be authorized for both the winner and the spouse.) Reimbursement under this paragraph also may be authorized if the guest must travel from a location geographically distant from the site of the ceremony but different from the location of the award winner. At the discretion of the DoD component concerned, reimbursement for travel and transportation expenses may be allowed for more than one individual to attend an award ceremony when the award winner requires assistance because of a handicapping condition. Reimbursement for transportation is limited to direct travel to and from the location of the ceremony (including travel between common carrier terminals and hotel where applicable and the site of the ceremony). Per diem is allowed for direct travel to and from the location of the award ceremony and for the day of the ceremony.

G. Travel of DoDEA Dependents Schools (DoDEA) Students for Academic Competitions and Co-curricular Activities. DoDEA statutory charter, codified at 20 U.S.C. §921-932, authorizes travel at Government expense for DoDEA students to academic competitions and co-curricular activities. ITOs (citing DoDEA appropriations) are used to authorize transportation for students in support of curricular or extracurricular activities. Appropriate activities are determined by the Director, DoDEA, or designee. Payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY shall not be authorized.

#### **C6003 INVITATIONAL TRAVEL ORDER**

The sample format contained herein may be used as a guide in the preparation of an ITO in all Services. The use of the sample format is not mandatory.

**SAMPLE FORMAT OF AN INVITATIONAL TRAVEL ORDER**

Name \_\_\_\_\_ TRAVEL ORDER NUMBER \_\_\_\_\_

Address \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

You are invited to proceed from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_ (Date)

for the purpose of \_\_\_\_\_

for approximately \_\_\_\_\_ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus  
See below for travel by Privately-Owned Conveyance

- ☐ Transportation has been arranged by the order issuing agent.
- ☐ Transportation tickets are included with this order.
- ☐ Transportation tickets shall be provided at a later date.

☐ To arrange transportation call: ( ) \_\_\_\_\_

☐ You may arrange your transportation. The following rules apply:

You must arrange your transportation with a travel office under contract to the U. S. Government (Commercial Travel Office (CTO)) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for contractors/contractor employees or others who are not Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

(a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and

(b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.

☐ You are authorized to travel by privately-owned automobile as advantageous to the Government. Reimbursement shall be at the rate of \$0.31 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

☐ You are authorized to travel by privately-owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem..

**Receipts:** Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

☐ You shall be paid a per diem allowance to cover your expenses for lodging (with taxes at locations in CONUS separately), meals, and incidentals. While traveling and performing the mission you shall be authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses, not to exceed the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://www.dtic.mil/perdiem> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, then only the maximum per diem rate shall be paid. (See JTR, Chapter 4, Part L for applicable rules)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M for applicable rules)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

*(NOTE: The cost you incur during travel (not after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights lodging while on Government travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is OCONUS. Those costs are part of the per diem/AEA allowance when travel is OCONUS.)*

The JTR is available at <http://www.dtic.mil/perdiem/>. Address any inquiries regarding this travel order to: \_\_\_\_\_

The travel authorized herein has been determined to be in the public interest, and is chargeable to: \_\_\_\_\_

**C6004 TRAVEL OF GOVERNMENT CONTRACTORS/CONTRACTOR EMPLOYEES.** Travel costs of Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) § 31.205-46, available at <http://www.arinet.gov/far/pdf/frame.html>. ITOs may not be used to authorize travel and transportation for Government contractors/contractor employees. Government contractors and contractor employees are not Government employees and are not eligible under any circumstances for city pair air fares or any travel related items restricted to Government employees. See par. C6005 for availability of contract fares and prices to Government contractors. *Individuals providing a service under a contract with the Government should be provided a "Contractor Letter of Identification" described in par. C6005-H.*

**C6005 AVAILABILITY OF GOVERNMENT TRAVEL AND TRANSPORTATION CONTRACT FARES OR PRICES TO GOVERNMENT CONTRACTORS**

Individual contracts or agreements between GSA and vendors determine whether or not contractors are eligible to utilize the travel cost saving programs. *Contract city pair fares must not be provided to or used by Government contractors or contractor employees.*

A. Contractor(s). Means:

1. Contractors working under a cost reimbursement contract; and
2. Contractors working for the Government at specific sites under special arrangements with the contracting agency, and which are wholly Federally funded (e.g., Government-owned, contractor operated (GOCO), federally funded research and development (FFRDC), or management and operating (M&O) contracts).

B. Contract Air Passenger Transportation Practices. Use of GSA contract air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation (DoD 4500.9-R), Part I, Chapter 103. *As of October 1, 1998, under GSA's contracts for air passenger transportation services, contractors are not eligible to use GSA's contract city pair fares. ITOs must not be issued for contractors to receive airfares at the Government contract city pair fare, nor should contractor travel be issued on Government centrally billed accounts at the Government contract fare.* For more information contact:

Services Acquisition Center (FCXB)  
Federal Supply Service  
General Services Administration  
Washington, DC 20406-0001  
(703) 305-7261

C. Discount Rail Service. AMTRAK voluntarily offers discounts to Federal travelers on official business. These discounted rates may be extended to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (See subpar. H).

D. Discount Hotel/Motel Practices. Several thousand lodging providers extend discount lodging rates to federal travelers. Many currently extend their discount rates to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (See subpar. H). For more information contact:

GSA Travel and Transportation (9FBT-1)  
450 Golden Gate Avenue, 4th Floor W  
San Francisco, CA 94102-3404  
(415) 522-4671

E. DoD Car Rental Practices. DoD's Military Traffic Management Command negotiates special rate agreements with car rental companies available to all Government employees while traveling on official Government business. Some car rental companies offer these discount rates to eligible Government contractors at the vendor's option, with appropriate identification from the contracting DoD component (See par. H). For more information contact:

Military Traffic Management Command  
5661 Columbia Pike  
ATTN: MTOP-QE  
Falls Church, VA 22041-5050  
(703)681-6393  
Complaints/Discrepancies/Claims –  
Chris Braswell (703)681-6292

F. Vendor Requirements. The entity providing the service may require that the Government authorized contractor furnish a letter of identification signed by the authorizing DoD component's contracting officer. Par. H illustrates a standard letter of identification to request eligible Government contractors use of travel and/or transportation discounts negotiated by the Government, where available.

G. DoD Component Responsibilities. DoD components should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-6742, and National Telecommunications (201) 928-1900. In addition, GSA contract Travel Management Centers (TMCs) and DoD's Commercial Travel Offices (CTOs) have this information.

All DoD components should circulate this information to contracting officers and to Government authorized contractors, where applicable. For more information contact:

Renita Townsend Nowlin  
Service Acquisition Center  
Service Contracts Division (FCXB)  
Crystal Mall #4, Room 506  
Washington, DC 20406-0001  
(703)305-7640

H. Contractor Letter of Identification. DoD components should furnish Government contractors with the following identification letter, for presentation to AMTRAK, hotel/motel, car rental firms and/or use of DoD facilities (when permitted) upon request. It should be noted, however, that the vendors are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government.



**OFFICIAL AGENCY LETTERHEAD**

**TO:** Participating Vendor

**SUBJECT:** OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

(FULL NAME OF TRAVELER), the bearer of this letter, is an employee of (COMPANY NAME) which has a contract with this agency under Government contract (CONTRACT NUMBER). During the period of the contract (GIVE DATES), **AND ONLY IF THE VENDOR PERMITS**, the named bearer is eligible and authorized to use available travel discount rates in accordance with Government contracts and/or agreements.

**Government Contract City Pair fares are not available to Contractors.**

SIGNATURE, Title and telephone number of Contracting Officer

**C6006 CITY-PAIR PROGRAM**

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

**A. POLICY**

2. GSA airlift contracted through the Contract City Pair Program shall be used for Government employees. **EXCEPTION TO THE USE OF CONTRACT CARRIERS:** One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

- a. Space or scheduled flights are not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- b. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours; or
- c. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account.***
- d. Rail service is available and that service is cost effective and consistent with mission requirements.
- e. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.
- f. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;

(1) the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and

(2) in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

**E. SCHEDULED AIR CARRIERS**

1. Contract air service between city pairs shall be used for all domestic travel, and for international travel when AMC Category B is not available or does not meet the mission requirement.
2. Cost reimbursable contractor personnel in possession of invitational travel orders are prohibited from using Government discount fares (including Contract City Pairs fares) when purchasing commercial airline tickets.

***NOTE: See JTR, par. C2001-A2c for policy regarding use of Rail or Bus service.***

## Frequently asked questions about using Contract City Pair Program

### 1. What if I can find a cheaper fare? Can I use it?

**Answer:** Yes, under certain conditions. An exception to the city pair contract allows the use of lower fares offered by non-contract carriers, provided the fares are available to the general public, i.e., not restricted to Government travel. Once a contract is awarded, many non-contract carriers offer matching or lower fares (e.g., DG) in an attempt to increase their share of business in the market. If travelers routinely use these matching fares as a first choice, without considering the contract carrier, the integrity of the entire program suffers. Carriers may choose not to participate in future contracts; thereby causing a loss of program benefits and creating possible higher fares for all.

### 2. How come I never get nonstop service from my area? I always must use a connecting flight to my destination. My time should be factored into the costs.

**Answer:** Reasons for connecting service vary, but most commonly it is a matter of no offer, or an extremely high priced offer from a carrier with nonstop service. This program relies on carriers submitting offers of service in a given market. If nonstop service does not exist or the carriers choose not to offer it, there is little the Government can do. During the evaluation process, offers are compared to fares available in the market to determine if it is a "smart buy" to make the award. It does not make much sense to contract for a fare that is the same or higher than what is already available in the market. As to your time, it is factored into the evaluation of offers. The evaluation process is a "greatest value concept" using price and technical trade offs to reach the best award. Items such as service, flight distribution, elapsed flying time, and number of available flights are considered. Contract-award criteria place greater emphasis on quality service than on price.

### 3. My area has 3 airports, but fares vary between each of them and certain destinations. Why?

**Answer:** GSA solicits CONUS markets by airport to allow the Government traveler a choice of airports and to provide more options in flight scheduling. One reason fares vary is that a carrier may serve one airport, but not others. Also, competition among numerous carriers serving the same airport often produces lower fares to and from that particular airport, and in some instances, the participation of a recognized "low price" carrier in a market can have a dramatic impact on available fares.

### 4. Our organization has a lot of Cost Reimbursable Contractors (CRCs). Why can't they use the Government contract fares?

**Answer:** Under the terms of the GSA contract, Government contractors are not eligible for city pair fares under any circumstances.

## Exceptions to the Required Use of Contract Carriers

One or more of the following travel conditions, which must be certified on the travel order or travel voucher by an agency-approved authorizing official, must apply if a carrier other than the contract carrier is used for travel with a contract route.

1. Space or scheduled flights is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs, which would increase the total cost of the trip.
2. The contract air carrier's flight schedule is inconsistent with explicit policies of individual Federal department and agencies or mandatory users of scheduled travel during normal working hours.

3. A noncontract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government or other mandatory user to include the combined cost of transportation, lodging, meals, and related expenses. This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to Government and military travelers on official business and may only be purchased with a Government procurement document (e.g., a GTR), contractor issued charge card, or centrally billed account.
4. Rail service is available and such service is cost effective and consistent with mission requirements.
5. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.
6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;
  - (1) the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and
  - (2) in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket is to be used.

## **PART B1: OVERSEAS HOUSING ALLOWANCE (OHA) AND INTERIM HOUSING ALLOWANCE**

### **U9100 GENERAL**

A. Purpose. OHA is authorized to assist a member in defraying the excess housing costs incurred incident to assignment to a PDS outside the United States. All members authorized to live in privately leased/owned quarters are entitled to OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed and approved. There are two types of housing allowances paid under the OHA:

1. an up-front, lump-sum MIHA for those who qualify (see par. U9107 and Appendix N for rules and information), and
2. a monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is based on comparing:

- ★ 1. the rent, up to a rental ceiling at a PDS, plus the utility/recurring maintenance allowance, with
- 2. the member's BAH-II or FSH, as applicable.

For the location monthly utility/recurring maintenance allowance, see par. U9106-A.

B. Allowances Payable. The amount of OHA payable is determined as shown in Appendix K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in pars. U9300 and U9301, and in Chapter 6.

### **U9101 OHA START/STOP**

A. Start. OHA entitlement generally starts on the day a member reports to a new PDS, or when dependents arrive in advance of their sponsor, as specified in par. U9110-C. OHA entitlement starts on the day after the day of reporting if, on the day of reporting, a member:

1. without dependents is entitled to MALT PLUS or TLA; or
2. with dependents is entitled to MALT PLUS for the member and TLA for the dependents, or to TLA for both the member and dependents.

(See par. U9102 for exceptions.)

B. Stop. Unless:

1. an extension is authorized under subpar. C, or
2. OHA is authorized under par. U9103,

OHA entitlement stops:

1. the day before the member departs in compliance with PCS orders,
2. on the homeport change effective date (from OCONUS) of the ship or unit to which a member is assigned,  
or

3. on the day the last dependent departs if the dependent departs within the 60-day period after the effective date of PCS orders or of the homeport change, as applicable.

OHA continuation at the old PDS is intended only when delayed departure of dependents is necessary for reasons beyond the member's or dependents' control (such as illness or hospitalization of the dependent(s), completion of school term, lack of acceptable housing at new PDS, difficulties related to dependent transportation, HHG transportation to the new PDS, exigencies of the Service). The member's new commanding officer or designated representative may terminate OHA payment when any further delay is determined to be unnecessary or for personal convenience.

C. Secretarial Extensions. Entitlement to OHA beyond the 60-day period authorized in subpar. B may be authorized by the Secretarial Process. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the vicinity of the old PDS, see par. U9301-B1.

#### **U9102 CONCURRENT PAYMENT OF OHA AND TLA**

OHA is not payable when a member is receiving TLA for the member and/or dependents, except when:

1. dependents are authorized to remain at their place of residence after the member departs in accordance with par. U9101-B or C;
2. dependents precede the member to the new PDS in accordance with par. U9110-C;
3. a member is required to vacate permanent quarters temporarily as envisioned by par. U9200, item 2 (if housing costs are incurred for permanent quarters); or
4. station allowances are authorized under par. U9301.

OHA may be paid if authorized/approved by the Secretarial Process, beginning the date the lease for permanent quarters on the local economy begins, during any authorized/approved TLA period for a member who could not occupy the permanent quarters due to nondelivery of member's HHG or Government-owned furniture/appliances.

#### **U9103 OHA ENTITLEMENT INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY**

When a member is ordered on a PCS between PDSs in close proximity and the member continues, at the new PDS, to commute from the residence occupied while at the old PDS, entitlement to OHA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is entitled to OHA during that period. If the OHA rate differs between the old and new PDS, the rate for the old PDS shall be paid through the day before the member reports to the new PDS.

#### **U9104 OHA CONTINUATION FOLLOWING MEMBER'S DEATH**

For regulations regarding OHA continuation on behalf of dependents following a member's death in the line of duty, see DoDD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26 for DoD members and Service pay regulations for members on non-DoD Services.

#### **U9105 DETERMINING MONTHLY RENT**

A. General. Monthly rent is the amount paid per month by a member for possession and use of a dwelling place. (The term "dwelling place" includes a mobile home or vessel.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant shall be used in computing the OHA. The cost of a separate lease for parking one POV at or in the vicinity of the dwelling place also can be added to the member's dwelling lease amount in determining the member's total rental amount. The cost of parking at the PDS is not included in rent. The following rules apply for determining rent.

1. If member must pay a recurring condominium or homeowner association fee, it is prorated to a monthly charge and incorporated into member's rent.
2. If a member owns the dwelling place, the monthly "rent" is derived by dividing the actual purchase price of the dwelling or residence by 120 (settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price). The amount of any personal installment type loans (not including loans used to furnish or decorate a home or loans for personal reasons, or credit card or line of credit loans) and real estate equity loans obtained for the purpose of renovating, repairing or enlarging the current dwelling place are added to the actual purchase price before determining the rent (loans obtained on or after 1 June 1991 and the existing balance on 1 June 1991 of loans obtained prior to 1 June 1991 may be added to the purchase price).
3. If the dwelling place owned by the member is a mobile home or vessel, the monthly lot rental or berthing fee paid is added to this amount.
4. If the member is a sharer, the member's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
5. If a member is involved in an arrangement where the member pays rent in advance and the landlord agrees to reimburse the member all or substantially all rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA entitlement is zero.
6. If the rent changes, recompute OHA.

B. Sharers. Sharers are entitled up to the maximum rental allowance ceiling set for a member without dependents unless they are accompanied by one or more command-sponsored dependents. The OHA to which each sharer is entitled is computed by adding:

1. the sharer's prorated share of the rent paid or the maximum rental ceiling established for the sharer's grade and locality, whichever is less, plus
2. the prorated monthly Utility/Recurring Maintenance Allowance.

The difference between this sum and the sharer's BAH-II or FSH, whichever applies, is the sharer's OHA. A member entitled to MIHA (see par. U9107 and Appendix N for specific rules) shall receive a full rather than prorated "Miscellaneous" allowance. Only one sharer may claim reimbursement for any individual rent or security-related expense.

C. Maximum Rental Ceiling. The maximum amount of monthly rent considered in computing the amount of OHA payable is contained in Appendix K, Table I.

#### U9106 UTILITY/RECURRING MAINTENANCE ALLOWANCE

- ★ The utility/recurring maintenance allowances in Appendix K, Table I, are based on expenses reported by members with dependents, where possible.

A. Utility/Recurring Maintenance Allowance Categories. For utility/recurring maintenance allowance purposes, members are in one of the following categories:

1. member married to member and maintaining a joint household - each member is entitled to half of the utility/recurring maintenance allowance subject to rules in subpars. C through E;
2. member (other than member described in item 1) defined as a sharer in par. U9000-C - member is entitled to a pro-rata share of the utility/recurring maintenance allowance subject to rules in subpars. C through E;
3. member with dependents - member is entitled to the utility/recurring maintenance allowance subject to rules in subpars. C through E;

4. member without dependents and not defined as a sharer in par. U9000-C - member is entitled to 75 percent of the utility/recurring maintenance allowance (unless a specific rate has been set for these members in Appendix K, Table I) subject to rules in subpars. C through E.

B. Determining Whether Rent Includes All, No, or Some Utilities. DD Form 2367, Individual Overseas Housing Allowance (OHA) Report, is used to determine a renter's utility/recurring maintenance allowance entitlement.

1. Question 7a (no utilities included in rental/lease agreement) should be checked if the member separately pays for all utilities.
2. Question 7b (all utilities included in rental/lease agreement) should be checked if the member does not separately pay for any utilities (excluding phone).
3. Question 7c (some utilities included in rental/lease agreement) should be checked only when the member separately pays for some utilities (excluding phone) while others are included in rental payments.

If 7c is checked and neither the member nor the landlord pays for a particular utility/service listed under 7c, then that particular utility/service box should not be checked.

C. Rent Includes All Utilities. When rent includes all utilities, a member is not entitled to the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in subpar. A, is added to the member's rental allowance ceiling when computing the OHA.

D. Rent Includes No Utilities or Member is a Homeowner. When rent includes no utilities or a member is a homeowner, the member is entitled to the utility/recurring maintenance allowance in subpar. A.

E. Rent Includes Some Utilities. When rent includes some utilities, a member might not be entitled to all of the utility/recurring maintenance allowance in subpar. A. However, the amount the member is not entitled to is added to the appropriate rental allowance ceiling when computing the OHA.

1. Determining UTILITY POINT SCORE When Rent Includes Some Utilities. Based on the climate code of the duty location (Appendix K, Table I) and responses to the utility/service inquiries listed under question 7c of DD Form 2367, a UTILITY POINT SCORE is computed for a member. This score determines the amount of utility/recurring maintenance allowance entitlement. Using the appropriate climate code column in the table shown below, the member is credited with UTILITY POINTS for each utility/service inquiry listed under question 7c that was not checked. Member is given credit for each box not checked, regardless of availability of service.

	<u>Climate Code (See App K)</u>		
	3 (Hot)	2 (Moderate)	1 (Cold)
Electricity	3	3	3
Heating	1	2	3
Air conditioning	3	2	1
Water	1	1	1
Trash disposal	1	1	1

2. Determining Amount of Allowance When Rent Includes Some Utilities. The total UTILITY POINT SCORE is matched to the following table to determine the utility/recurring maintenance allowance percentage in subpar. A to which the member is entitled.

<u>IF UTILITY POINT SCORE IS</u>	<u>member is entitled to the following percentage of allowance in subpar. A</u>
0	0
1-2	25
3-4	65
5-9	100



**U9107 MIHA**

A. General. In most cases, members are entitled to MIHA if they are entitled to OHA. Instructions for completing DD Form 2556 and/or DD Form 2367, which must accompany all MIHA claims, are in Appendix N. MIHA/Miscellaneous expenses are reported by members residing in privately leased quarters annually via a mail-out survey. The instructions for completing the annual survey is mailed to each country's allowance coordinator, as referred to in Appendix M, par. D. These instructions, entitled Annual Housing Report Instructions, can be found at the end of the Introduction to Appendix K, and should be given the widest possible dissemination. To ensure that proper allowances are set, accurate, uniform and complete reporting of costs is essential.

**B. MIHA Rules and Information**

1. To be entitled to a MIHA, a member must be eligible for OHA.
2. The purpose of MIHA is to defray costs associated with occupying privately leased/owned quarters covered by the OHA program.
3. A member in any of the following situations is not entitled to MIHA:
  - a. no Government-funded move; however, if a member is entitled to a Government-funded move but elects to move at personal expense, MIHA is authorized provided the member's commanding officer issues a certificate stating the member's entitlement and election;
  - b. a member executes a PCS but remains in the same dwelling place;
  - c. a member moves from Government quarters to a non-Government residence under par. U5355-A, item 5 (Separation) or item 6 (Retirement).
4. a member who was eligible for Initial/Terminal Occupancy Allowance through 31 August 1993 is not entitled to MIHA unless a PCS move is made with subsequent OHA entitlement or is covered by a special rule in item 5c.
5. There are three types of MIHA payments. They are
  - a. MIHA/Miscellaneous. Reflects average expenditures made by members to make their dwellings habitable. This lump-sum payment recognizes that items such as sinks, toilets, light fixtures, kitchen cabinets, door/window locks, and a refrigerator and stove are sometimes not provided in dwellings OCONUS. The amount payable is in Appendix K. This amount, determined from members' actual expenses, is computed based on expenses reported to PDTATAC each year. Only one payment is authorized at a PDS unless item 7 applies;
  - b. MIHA/Rent. Homeowners are ineligible. This covers reasonable rent-related expenses in total. These are fixed, one-time, nonrefundable charges levied by the landlord, the landlord's agent or a government which a member must pay before or upon occupying a dwelling place. Examples are real estate agent's fees, redecoration fees, and one-time lease taxes. Advance rental payments or refundable deposits are not covered. Recurring costs also are excluded. Any expenditure considered unreasonable by the authorizing/approving official must be disallowed in part or total;
  - c. MIHA/Security. Covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize exposure to terrorist and/or criminal threat. Qualifying areas and additional rules are listed in Appendix N, par. B4. All members eligible for OHA are covered by MIHA/Security (subject to rules in this paragraph and Appendix N, par. B4) provided expenses are incurred on or after 1 September 1990. Examples of permissible items are security doors, bars, locks, lights, and alarm systems. Expenditures which are not related to the physical dwelling, such as for personal security guards or dogs, are not covered.

6. All members entitled to MIHA shall receive MIHA/Miscellaneous. To obtain this entitlement, the "Housing Officer or Appropriate Official" shall check the appropriate boxes in question 11a of DD Form 2367. For the selected members who have qualifying rent or security related expenses, DD Form 2556 must be completed (see special rules for MIHA/Security in Appendix N, par. B4).
7. An eligible member is entitled to MIHA for only one dwelling place during a tour at a PDS unless a Government-funded local move occurs and the member occupies another dwelling covered by OHA.
8. Members classified as sharers and entitled to MIHA are entitled to a full MIHA/Miscellaneous. In the case of MIHA/Rent and MIHA/Security, however, only one sharer may claim any individual expense (see special rules for MIHA/Security in Appendix N, par. B4).
9. If appropriate receipts/documents are not provided, claims for MIHA/Rent and/or MIHA/Security must be rejected.

#### **U9108 OHA ENTITLEMENT FOR A MEMBER IN A NONPAY STATUS**

Entitlement to OHA may be continued for the same period and under the same conditions as entitlement to BAH-II when a member is in a nonpay status (see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," sec. 2605 for Department of Defense members and Service pay regulations for members of non-DoD Services). Payment shall be made directly to dependents, and not to the member, when the member's BAH-II is paid directly to dependents.

#### **U9109 OHA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS**

A. General. Except when:

1. a MALT PLUS is payable on the day of arrival; or
2. prohibited for noncommand-sponsored dependents by subpar. B;

OHA is payable to a member without dependents as defined in:

1. par. U9000-B, item 1, for any day the member is receiving BAH-II at the full without-dependents rate,
2. par. U9000-B, items 2, 3, or 5, for any day adequate Government quarters are not available for assignment to the member or inadequate quarters are not used.

In cases of field duty or sea duty when adequate Government quarters are available for assignment to the member or inadequate quarters are used, the member is entitled to OHA only for the number of days the member is entitled to a BAH-II. In computing OHA under this subparagraph for a member:

1. who has no dependents,
2. whose dependents do not reside in the vicinity of the PDS, or
3. whose dependents are not under the member's legal custody and control,

the total of the rent paid and the monthly utility/recurring maintenance allowance for the area is reduced by an amount equal to the BAH-II at the without-dependent rate for the member's grade (See par. U9110-A1 concerning reduction for member paying child support.) In computing the OHA for a member who has all dependents residing in the vicinity of the PDS in a noncommand-sponsored status, the total of the rent paid and the monthly utility/recurring maintenance allowance for the area concerned is reduced by an amount equal to the BAH-II at the with-dependent rate for the member's grade.

B. Noncommand Sponsored Dependents in Vicinity of PDS. A member, who on the effective date of PCS orders directing a transfer to a PDS outside the United States:

1. is entitled to dependent transportation;
2. is ordered to a PDS at which an accompanied-by-dependents tour may be elected, and
3. elects to serve an unaccompanied tour but is accompanied or joined by dependents;

is not entitled to OHA when available Government quarters are not occupied based on the presence of noncommand-sponsored dependents in the PDS vicinity. If the member changes the election and agrees to serve the accompanied tour, par. U9110 applies from the date dependents are command-sponsored.

#### U9110 OHA ENTITLEMENT FOR MEMBERS WITH DEPENDENTS

OHA is payable to a member with dependents at all times except as indicated in subpar. A or when Government quarters are assigned to, or occupied jointly by, the member and dependents.

A. Member Paying Child Support Assigned Government Quarters. A member with dependents authorized:

1. BAH-II at the with dependent rate (members who were assigned to Government quarters and receiving BAH-II at with dependent rate based solely on the payment of child support on December 4, 1991); or
2. BAH-DIFF;

solely because the member is paying child support is not entitled to OHA if the member is assigned:

1. Government quarters; or,
2. to sea duty and elects not to occupy assigned unaccompanied quarters, unless the member is in a grade above E-6.

B. OHA Reduction. BAH-II at the without-dependent rate for the member's grade is used to make the reduction in par. U9109-A when computing OHA for a member who is entitled to OHA at the without-dependent rate and is being paid:

1. BAH-II at the with-dependent rate,
2. BAH-II at the without-dependent rate plus BAH-DIFF; or
3. BAH-DIFF only (member in grade above E-5 assigned to sea duty who elects not to occupy assigned unaccompanied quarters).

C. Dependents Arrive Before Member. If dependents arrive at or in the PDS vicinity outside the United States in advance of a member, entitlement to OHA begins as indicated in subpars. 1 and 2.

1. Old PDS Outside the United States. If the old PDS is outside the United States, OHA entitlement begins on the day one or more dependents arrive, except that OHA is not paid for any day before the date PCS orders are issued.
2. Old PDS in the United States. Except as provided in par. U9301-D, if the old PDS is in the United States, entitlement begins on the day the dependents arrive if on or after the effective date of the PCS orders, or the date the member departs the United States, whichever is later.
3. Homeport Change
  - a. Old PDS Outside the United States. If a member:

- (1) is currently assigned to a ship or other fleet unit with an announced homeport change, or

- (2) is in receipt of PCS orders to a ship or other fleet unit with an announced change of homeport, and
- (3) the dependents are authorized travel to the new homeport,

the new homeport of the ship or unit is the member's PDS for OHA purposes effective on the date dependents arrive (65 Comp. Gen. 888 (1986)).

b. Old PDS in the United States. If a vessel having a homeport outside the United States is at a port in the United States on the date a member reports for duty, the date of reporting is the day of departure from the United States. When a member:

- (1) is assigned to a ship or other fleet unit with an announced homeport change, or
- (2) is in receipt of PCS orders to a ship or other fleet unit with an announced change of homeport, and
- (3) the dependents are authorized travel to the new homeport,

the new homeport of the ship or unit is the member's PDS for OHA purposes effective on the date dependents arrive (65 Comp. Gen. 888 (1986)).

4. OHA When the PCS Orders are Changed While the Member is En Route. When orders amending original orders direct assignment to a different PDS are received before the member joins dependents, OHA entitlement for the initial location terminates the day the dependents depart for the new PDS. See par. U9101-C for OHA entitlement for the initial location after 60 days after the effective date of the new orders. OHA at the rate set for a member with dependents at the new PDS begins on the day dependents arrive there.

#### **U9111 MEMBERS OCCUPYING GOVERNMENT TRAILERS OR RENTAL GUARANTEE HOUSING**

Unless provided in Appendix K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of July 14, 1952 (66 Stat. 622) or Government owned trailers purchased under Sec. 408 of the Act of September 1, 1954 (68 Stat. 1126), or any other statute.

#### **U9112 GEOGRAPHIC OHA LOCATIONS**

The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in Appendix K, Part I, par. A. For specific OHA rates, select 'Rates,' 'Overseas Housing Allowances (OHA),' 'Appendix K Tables' on the PDTATAC website at: <http://www.dtic.mil/perdiem>.

#### **U9113 COMPUTATION DATA**

OCONUS commanders, or their designated representatives, shall periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by Appendix M, or PDTATAC.

#### **U9114 SUBMISSION OF HOUSING REPORTS**

For submission of housing reports, see Appendix M.

#### **U9115 INTERIM OHA**

A. General. A member who is required to procure non-Government family type housing before dependents arrive is entitled to OHA as a member with dependents for a period starting on the procurement date and stopping either 60 days later, or on the day before the day the dependents arrive in the PDS vicinity, whichever occurs first. The Secretarial Process may authorize/approve entitlement beyond the 60-day maximum when it is factually determined that delayed dependent arrival was for reasons beyond the member's control. Entitlement under this paragraph is not affected by assignment to or use of Government quarters. A member entitled to OHA under this paragraph is not thereafter entitled

to TLA authorized in par. U9200. OHA as a member without dependents is not payable during the period a member is entitled to an allowance under this paragraph.

B. Conditions. The interim OHA is payable only when supported by a statement of the commanding officer, or an officer designated by the commanding officer for that purpose, that the member:

1. has applied for dependent transportation to the PDS;
2. was required by an order or regulation of general application within the command to procure non-Government family-type housing as a condition precedent to the acceptance of the application; and
3. has procured evidence of rental or purchase payments, as appropriate, for the period for which the allowance is claimed.

#### U9116 ADVANCE PAYMENT OF OHA AND INTERIM OHA

##### A. Entitlement

1. Advance Rent of Less Than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance payment of OHA or the interim OHA to pay advance rent (see subpar 2. below), security deposits, and/or initial expenses incident to occupying non-Government housing. This is in addition to any BAH II advance provided. For the purpose of advance rent (less than 4 months), advance OHA or interim OHA may be authorized only when local law, or customary and usual practice of the majority of local nationals, requires rent to be paid in advance upon execution of a private lease. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount shall be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to PCS orders.

2. Advance Rent 4 Months to One Year. Rental advances of 4 or more months may be made only for the locations authorized by PDTATAC. Rental payments should be made on a month to month basis. Requests for a rental advance of more than 4 or more months are considered for approval if the requirement for the advance rent exists due to:

- (a) law,
- (b) local custom for everyone, including local nationals, or
- (c) economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests for rental advances of 4 or more months must be authorized/approved by the PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in Appendix M and the Unified Commander to:

Director  
Per Diem, Travel and Transportation  
Allowance Committee  
Hoffman Building #1, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

B. Amount. The amount to be advanced shall be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA, or interim OHA. Housing expenses shall be documented. The member's ability to repay the advance must be considered in determining the amount of the advance. While the amount

to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case shall the advance payment exceed:

1. the anticipated housing expenses, or
2. the OHA or interim OHA accruable for the member's tour at that PDS,

whichever is less. Expenses identified by a member for purchase of real estate or living accommodations shall not be considered.

C. Liquidation. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Repayment of that portion of the advance that was paid on security deposits exceeding \$1,000 may be postponed by Service-designated official until the member vacates the housing on which the security deposit was made. This should occur only if repayment during the member's tour would create an excessive financial burden on the member. Collection action should begin on the first day of the month after payment of the advance. When justified by the member and authorized by a Service-designated official, the start of collection action may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but not to exceed the member's anticipated tour at the PDS. Action to recoup in a lump sum any advance made under this paragraph shall be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule. Any loss due to currency fluctuations when liquidating advance security deposits shall be absorbed by the Service concerned. Any gains due to currency fluctuations shall be collected from the member. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in paragraph D. In countries where rate protection for advance rent, per paragraph D, has not been implemented, the monthly rent entered in the respective pay system when a member has taken an advance for rent should be entered in dollars.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. The protection is for losses incurred on or after July 1, 1997. PDTATAC has announced previously the countries receiving advance rent currency exchange rate protection for the period July 1, 1997 through November 16, 1997. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. the rent ceiling in effect at the time of the advance, or
2. any higher rent ceiling implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries where rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

#### **U9117 STATION ALLOWANCES FOR MEMBERS OF THE RESERVES**

See par. U7150-G3 regarding station allowances application to members of Reserve components called or ordered to active duty, or active duty for training.

## APPENDIX A

## PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AOR	Area of Responsibility
ATM	Automated Teller Machine
AWOL	Absent Without Leave
BAH-II	Basic Allowance for Housing II (replaces BAQ effective 1 January 1998)
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	(CONUS COLA) Continental United States Cost of Living Allowance
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour
CTO	Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance
DOD	Department of Defense
DoDEA	Department of Defense Education Activity
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
★ DTS	Defense Travel System
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FSH	Family Separation Housing (replaces FSA-I effective 1 January 1998)
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
GAO	General Accounting Office
GBL	Government Bill of Lading
GMR	Government Meal Rate
GOCO	Government Owned Contractor Operated
GSA	General Services Administration
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
HP	Homeport
IADT	Initial Active Duty for Training
IPCOT	In-Place Consecutive Overseas Tour
IRS	Internal Revenue Service
ITGBL	International Through Government Bill of Lading
ITO	Installation Transportation Officer
JD	Joint Determination
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPQ	Living Pattern Questionnaire

LPS	Living Pattern Survey
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MARS	Military Affiliate Radio System
MIA	Missing in Action
MIHA	Move-In Housing Allowance
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NOAA	National Oceanic and Atmospheric Administration (Same as "USNOAA")
NTS	Nontemporary Storage
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OHA	Overseas Housing Allowance
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PEB	Physical Evaluation Board
PHS	Public Health Service (Same as USPHS)
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PPGBL	Personal Property Government Bill of Lading
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSB	Special Separation Benefit
SSN	Social Security Number
STS	Specialized Treatment Services
TAD	Temporary Additional Duty
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
UN	United Nations
U.S.	United States
U.S.C.	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration
USPHS	United States Public Health Service
VA	Department of Veterans Affairs
VSI	Voluntary Separation Incentive



## APPENDIX K

## PART I

## OVERSEAS HOUSING ALLOWANCE (OHA)

For current geographic locality OHA rates, please see the PDTATAC website at:

*<http://www.dtic.mil/perdiem>*

- ★ A. General. The OHA provides to members assigned OCONUS (except Hawaii and Alaska) a monthly allowance which is based on the difference between their BAH-II, or FSH, and total housing costs. This allowance is authorized for members with and without dependents. Monthly OHA is based on comparing the cost of rent, up to a rental ceiling at a PDS, plus the utility/recurring maintenance allowance with the member's BAH-II or FSH, whichever the member is entitled to at the OCONUS PDS. Paragraph G contains specific computational steps and examples of how allowances are calculated. A briefing sheet and a list of move-in housing expenses which are considered in allowance development follow Example IV in this Appendix. The briefing sheet and the list should be provided to members covered by the OHA program. Appendix K tables list alphabetically by country all areas presently authorized OHA. Where only a country or island is listed, it includes all territory within the boundaries of that country or island, including any offshore islands in the same general vicinity. It includes only the overseas dependencies and possessions of countries that are specifically listed. When a political subdivision smaller than a country is listed, such as state, province, department, city, village, etc., it includes the corporate limits of that political subdivision or the limits of the territory within its normal boundary if not incorporated. In cases of doubt, the "OTHER" rates, where listed, shall be used. When no allowances are listed for grades O-7 through O-10, allowances set for grade O-6 apply to these grades.

B. Rental Allowance Ceiling. Unless all or a significant portion of utilities are included in rent, the maximum amount of monthly rent which shall be considered in computing the amount of OHA payable is contained in Table I. When all or a portion of the utility allowance entitlement is withheld because utilities are included in rent, the amount withheld is added to the appropriate rental ceiling when computing the rental portion of the OHA. The rental allowance ceiling for members with dependents is based on actual rental costs of members with command sponsored dependents residing in privately-leased housing. These ceilings ordinarily cover actual rental costs for 80 percent of the members assigned to an area. Accordingly, rental ceilings are subject to change each time rental cost data is reviewed. Where sufficient data are available, rents are arrayed by grade from highest to lowest with ceilings ordinarily set at the 80th percentile. The ceiling for members without dependents is determined by multiplying the members with dependents ceiling by 90 percent, unless a different percentage or an actual dollar amount is indicated in Table I. In computing OHA, the actual rent paid determines the amount to be considered under paragraph G. If the member is a homeowner, a derived "rent" is computed by dividing the original purchase price by 120 (settlement costs, fees for title search, other legal and related costs must be excluded from the original purchase price). If the member is a sharer as defined by par. U9000-C, the member's monthly rent is determined by dividing the total monthly rent charged by the number of sharers occupying the dwelling place.

- ★ C. Utility/Recurring Maintenance Allowance. A utility/recurring maintenance allowance is provided in Table I for each allowance area. It is based on actual expenses reported by members with dependents who pay for all or a majority of their utilities. It is set at the 80<sup>th</sup> percentile and covers all of the utility costs for 80 percent of the members assigned to an area. Members who share a dwelling, as defined by par. U9000-C, are entitled to a pro rata share of the set utility/recurring maintenance allowance while members without dependents who do not share are entitled to 75 percent. However, this allowance is subject to elimination or reduction if all or part of utilities are included in rent (see par. U9106). Where part or all of this allowance is eliminated, that amount is added to the appropriate rental ceiling when computing the rental allowance. Whether a member is separately entitled to all, part or none of the utility/recurring maintenance allowance noted above is based on responses to the utility questions on DD Form 2367, Individual OHA Report. When a member checks question 7c indicating that some utilities are

included in rent, a UTILITY POINT SCORE and appropriate utility/recurring maintenance allowance are computed as shown in items 1 and 2.

1. Based on the climate code of the duty location (Appendix K Tables) and responses to the utility/service inquiries listed under question 7c of DD Form 2367, a UTILITY POINT SCORE is computed for the member. This score determines the amount of utility/recurring maintenance allowance entitlement. Using the appropriate climate code column in the table shown below, the member is credited with UTILITY POINTS for each utility/service inquiry listed under question 7c that was not checked.

	Climate Code (See Table I)		
	3 (Hot)	2 (Moderate)	1 (Cold)
Electricity	3	3	3
Heating	1	2	3
Air conditioning	3	2	1
Water	1	1	1
Trash disposal	1	1	1

2. When the total UTILITY POINT SCORE is developed, it is matched to the following table which determines the percentage of the utility/recurring maintenance allowance noted in par. U9106 to which the member is entitled.

If UTILITY POINT SCORE is	member is entitled to the following percentage of allowance indicated in par. U9106
0	0
1-2	25
3-4	65
5-9	100

The climate codes noted above are defined as follows:

Code 1 (COLD) - long-term mean temperature of 45 degrees F or colder;

Code 3 (HOT) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned; and

Code 2 (MODERATE) - all other climates.

D. Move-In Housing Allowance (MIHA). The MIHA in Table 1 is based on average expenses reported by members. This allowance is determined by computing expenses members typically incur associated with moving into privately leased/owned dwellings. The MIHA is paid in a lump-sum when quarters are first occupied (See Appendix N for specific information). Attached at the end of this briefing sheet is a list of reportable move-in expenses.

E. Specified Fixed Rate of Exchange. At some duty stations members pay monthly rent at a specified fixed rate of exchange (dollar equivalency contract) for the duration of the lease, rather than at a fluctuating rate of exchange for the duration of the lease. When required by local custom or when housing available within commuting distance of a member's duty station, as defined by DoDI 4165.45, Determination of Family Housing Requirements, can be obtained only through use of a dollar equivalency contract, the member's commanding officer or designated representative should enter the following statement in Part B of DD Form 2367, Individual Overseas Housing Allowance Report: "Dollar equivalency contract required. No other housing option available to member." The

member should enter the U.S. dollar equivalent of the monthly rent rather than the local currency amount in item 5 of DD Form 2367.

★ F. Computation of OHA. To determine OHA, follow these steps:

**STEP 1:** Determine the member's monthly rent in U.S. dollars. When rent is paid in foreign currency, convert to dollars by using the "Rate of Exchange" factor in Table I. If the member is a sharer as defined by par. U9000-C, the member's rent is a pro rata share of total rent.

**STEP 2:** Locate the appropriate rental allowance ceiling for the member's grade shown under "Maximum Rental Allowance Ceilings" in Table I. For members entitled to without dependents rental ceiling, use the appropriate percentage or dollar amount specified in Table I. If rent includes all utilities (question 7b checked on DD Form 2367), add the utility/recurring maintenance allowance to the maximum rental allowance ceiling. If rent includes some but not all utilities (question 7c checked on DD Form 2367), add the amount computed in STEP 3 to the maximum rental allowance ceiling.

★ **STEP 3:** Locate the utility/recurring maintenance allowance from Table I, subject to par. U9106. The following conditions apply.

- a. Rent includes all utilities (question 7b checked on DD Form 2367): Member is not entitled to a separate utility/recurring maintenance allowance; however, this allowance is added to the rental allowance ceiling determined in STEP 2.
- b. Rent includes no utilities (question 7a checked on DD Form 2367): A member with dependents who is not a sharer is entitled to the full utility/recurring maintenance allowance. A member without dependents who is not a sharer is entitled to 75 percent of the utility/recurring maintenance allowance. A member with or without dependents who is a sharer, as defined by par. U9000-C, is entitled to a pro rata share of the utility/recurring maintenance allowance shown in Table I.
- c. Rent includes some utilities (question 7c checked on DD Form 2367): Member might not be entitled to full utility/recurring maintenance allowance. Obtain "Climate Code" from Table I and refer to par. U9106 for the methodology used to determine the utility/recurring maintenance allowance entitlement. If not entitled to the full utility/recurring maintenance allowance, the amount to which the member is not entitled is added to the maximum rental allowance ceiling ascertained in STEP 2.

**STEP 4:** Compare monthly rent computed in STEP 1 with rental allowance ceiling ascertained in STEPS 2 and 3. If rent in STEP 1 is less than the rental allowance ceiling in STEPS 2 and 3, then rent in STEP 1 is used to compute OHA. If the rent in STEP 1 is greater than the rental allowance ceiling calculated in STEPS 2 and 3, the rental allowance ceiling calculated in STEPS 2 and 3 is used to compute OHA.

**STEP 5:** Deduct from the sum in STEP 4 the member's BAH-II or FSH, whichever applies. If the result is negative or zero, the member receives no OHA. If the result is positive, the member receives an OHA equal to the amount of this result.

The following examples are for illustrative purposes only. All numbers and allowances are hypothetical and reflect monthly amounts.

**EXAMPLE I**

**Situation:** A member in grade O-3 with dependents is stationed at a locality where the utility/recurring maintenance allowance is \$120 and the MIHA/Miscellaneous allowance is \$510. Member is required to pay 1-month's rent to a real estate agent and the local service housing authority certifies that the charges are typical. The member's monthly rent is \$450. The locality has a climate code 2 (moderate), and it has been determined that the member's UTILITY POINT SCORE is 5. The member receives a BAH-II of \$375.

**Solution:**

**STEP 1:** The member's monthly rent is \$450.

**STEP 2:** Determine the maximum rental allowance ceiling for the member from Table I. In this example, the rental ceiling is \$425.

**STEP 3:** Determine the member's utility/recurring maintenance allowance from Table I. In this case, use \$120. Using the point scoring method (contained in par. U9106) the member has a UTILITY POINT SCORE of 5 (neither electricity - 3 points - nor air conditioning - 2 points - are provided by the landlord). Therefore, the member is entitled to a full allowance of \$120.

**STEP 4:** Find member's MIHA/Miscellaneous allowance in Table I. In this case; use \$510. In addition, member has a reimbursable rent-related expense equal to one month's rent, in this case \$450. Member has provided to the local finance office the bill from the rental agent for one month's rent. Member is directly reimbursed for this expense.

**STEP 5:** Member's monthly BAH-II is \$375.

**STEP 6:** Compare the member's rent of \$450 (from STEP 1) to member's maximum rental allowance ceiling of \$425 (from STEP 2). In this case use the member's rental allowance of \$425.

**STEP 7:** Add the member's rent of \$425 (from STEP 6) and the utility/recurring maintenance allowance of \$120 (from STEP 3). The total is \$545.

**STEP 8:** To compute the member's monthly OHA, subtract BAH-II of \$375 from the total allowance of \$545 (from STEP 7). The result is \$170. In addition, the member receives a one-time lump-sum payment of \$960 under MIHA (from STEP 4).

**EXAMPLE II**

**Situation:** Three enlisted members, all without dependents, share a house with a Federal civilian employee entitled to a Living Quarters Allowance (LQA). The enlisted members are in grades E-7, E-5 and E-4. The monthly rent is \$1800. The monthly utility/recurring maintenance allowance at their locality is \$160. The locality has a climate code 3 (HOT), and it has been determined that the members' UTILITY POINT SCORE is 8. The MIHA/Miscellaneous allowance is \$360. The BAH-II for the E-7, E-5 and E-4, is \$300, \$250 and \$225, respectively.

**Solution:**

**STEP 1:** Determine each member's rent. Since, in accordance with par. U9000-C, there are four sharers, each member's rent is \$450 (\$1,800/4).

**STEP 2:** Determine the maximum rental allowance ceiling for each member from Table I. In this example, the rental ceilings shown in Table I for members with dependents are \$750, \$665 and \$500 for grades E-7, E-5 and E-4, respectively. Table I also notes that members without dependents are entitled to 90

- b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel;;
- c. HQ USAF. Order-issuing officials;
- d. Air Force Reserve Members:
  - (1) Individual Mobilization Augmentees (IMA) – ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;
  - (2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;
  - (3) For reserve units – Wing commander or equivalent, *who may delegate no further than the group commander level.*
- 6. Coast Guard (Military Personnel): Order-issuing officials.
- 7. National Oceanic and Atmospheric Administration Corps: Order-issuing official.
- 8. Public Health Service: Director, Division of Commissioned Personnel, PSC, ATTN: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.
- 9. Unified/Specified Commands:
  - a. Office of the Supreme Allied Commander Europe (OSACEUR): Executive/ Executive Assistant to the Supreme Allied Commander Europe, ATTN: SHG, APO AE 09705;
  - b. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany;
  - c. United States Central Command (CENTCOM), ATTN: CCCO, 7115 South Boundary Blvd., MacDill AFB, FL 33621-5101;
  - d. Commander in Chief, U.S. Pacific Command (PACOM), ATTN: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN 315-477-6681, Commercial (808) 477-6681;
  - e. United States Space Command (USSPACECOM), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
  - f. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
  - ★ g. Commander in Chief, U.S. Atlantic Command (USACOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN: 836-5487, Commercial (757) 836-5487;
  - h. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
  - i. United States Transportation Command (USTRANSCOM), ATTN: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
  - j. United States Southern Command (USSOUTHCOM), ATTN: SCCM, APO AA 34003.
- 10. Special Operation Commands:

- a. Commander, Naval Special Warfare Command, ATTN: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;
  - b. Commander, Air Force Special Operations Command, ATTN: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;
  - ★ c. Commander, Joint Special Operations Command, ATTN: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;
  - ★ d. Commander, United States Special Operations Command; ATTN: Comptroller (SORR-RC); 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN 299-5469, Commercial (813) 828-5469;
11. Schools:
- a. Uniformed Services University of the Health Sciences, ATTN: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
  - b. Department of Defense, National Defense University, ATTN: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001;
  - c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.
12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

B. Requests for an AEA not to exceed the 300 Percent Ceiling. Except under the circumstances in par. C, requests for an AEA not to exceed the 300 percent ceiling established in the JFTR, par. U4210-B3 or the JTR, par. C4602-B3 are submitted to the appropriate office listed below or as otherwise designated by the Service concerned and should arrive at least 10 days before travel begins. The order-issuing/authorizing official, or the official who levies the requirement for the TDY assignment if different from the order-issuing or authorizing official, determines if an AEA is warranted.

1. Army: A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority shall not be further delegated.***

2. Air Force:

- a. MAJCOM/FMs, FOA and DRU FMs or equivalents;
- b. 11<sup>th</sup> Wing for HQ USAF personnel;
- c. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) –ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 2<sup>nd</sup> Street, Robins AFB, GA 31098-1635;

***This authority shall not be further delegated.***

## 3. Navy:

- a. Military Personnel: See par. A3 above for authorization/approval authority;
- b. Civilian Personnel: Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), Civilian Personnel Programs (DP2/lg), 3801 Nebraska Avenue, NW, Washington, DC 20393-5451.

★ 4. Special Operation Commands:

- a. Commander, Naval Special Warfare Command, ATTN: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;
- b. Commander, Air Force Special Operations Command, ATTN: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;
- c. Commander, Joint Special Operations Command, ATTN: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;
- d. Commander, United States Special Operations Command, ATTN: Chief of Staff (SOCS) : 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SOCS//. Telephone: DSN 299-5122, Commercial (813) 828-5122.

## ★ 5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Unified/Specified Commands, Schools, and Strategic Defense Initiative Organization: See par. A1, A4, A6-A9, and A11-A12 above for authorization/approval authority.

C. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Employees. The following officials may authorize/approve AEAs up to 300 percent ceiling, as they deem appropriate for the travel involved, for their own personal travel and for any accompanying uniformed service members and DoD civilian employees whenever they consider it necessary and proper under this Part. The provisions of par. C4603 are not applicable to the cases covered by this paragraph.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense  
The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force  
The Assistant to the Secretary of Defense (Legislative Affairs)  
The Assistant to the Secretary of Defense (Atomic Energy)  
The General Counsel of the Department of Defense  
The Defense Advisor, U.S. Mission to NATO  
Directors of Defense Agencies  
President, Uniformed Services University of the Health Sciences  
Director Operational Test & Evaluation  
DoD Inspector General  
Director, Defense Research & Engineering  
Commander/Deputy Commanders of Air Force Major Commands





**Activities Authorized To Use Appendix O**

DoD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community, Stuttgart, GE	June 25, 1996
	U.S. Army Military Community, Heidelberg/Mannheim, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers Waterways Experiment Station, Vicksburg, MS	May 1, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Pending [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
U.S. Navy	USS Eisenhower	June 20, 1996
	<b>Discontinued</b>	<b>March 31, 1997</b>
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI	June 20, 1996
	<b>Discontinued</b>	<b>March 31, 1997</b>
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	Pending [1]
	Marine Corps Air Station, New River, NC	Pending [1]
	Marine Corps Air Station, Cherry Point, NC	Pending [1]
	Marine Forces Reserve, New Orleans, LA	Pending [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Pending [1]
	Marine Corps Recruit Depot, Parris Island, SC	Pending [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Pending [1]
	Sixth Marine Corps District, Atlanta, GA	Pending [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997

DoD Component	Organization/Location	Effective Date
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996
	Hill AFB, UT	March 24, 1997
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
<b>Washington Headquarters Services</b>	Designated organizations	April 1, 1997
<b>Defense Commissary Agency (DeCa)</b>	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
<b>Defense Finance and Accounting Service (DFAS)</b>	Kansas City Center, Kansas City, MO Discontinued	May 1, 1996 March 31, 1997
<b>Defense Logistics Agency (DLA)</b>	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
<b>National Imagery &amp; Mapping Agency (NIMA)</b>	Multiple locations - all NIMA components	May 1, 1996
<b>National Security Agency (NSA) [2]</b>	Fort Meade, Maryland	March 1 1996
<b>Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)</b>	Dulles, VA	June 1, 1996
<b>Organization of the Joint Chiefs of Staff</b>	Washington, DC	May 1, 1996
<b>Defense Information Systems Agency</b>	Washington, DC	June 16, 1997
<b>Ballistic Missile Defense Organization</b>	Washington, DC	July 15, 1997

[1] Authorization to begin testing using simplified entitlements is pending; site is waiting for computation software certification or installation, or working to correct network problems.

[2] This includes TDY travel by, on the behalf of, and/or processed by the NSA.

★ **NOTE:** Use of Appendix O also is authorized for those locations where DTS has been fielded.

## ★ APPENDIX S

## AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for members (and their dependents) of the Uniformed Services only*:

<b>Authorized FEML Location</b>	<b>Command Region</b>	<b>Authorized Destination</b>	<b>Recertification Due Date</b>
Albania, Tirana	European	Frankfurt	31 July 2000
Argentina	Southern	Miami	31 March 2001
Armenia, Yerevan	European	Frankfurt	31 July 2000
Australia, Exmouth	Pacific	Perth	30 April 1999
Azerbaijan, Baku	European	Frankfurt	31 July 2000
Bahrain	Central	Frankfurt	31 July 2000
Bangladesh	Pacific	Honolulu	30 April 1999
Belarus	European	Frankfurt	31 July 2000
Belize	Southern	Miami	31 March 2001
Bolivia	Southern	Miami	31 March 2001
Botswana	European	Frankfurt	31 July 2000
Brazil	Southern	Miami	31 March 2001
Bulgaria	European	Frankfurt	31 July 2000
Burma	Pacific	Los Angeles	30 April 1999
Cambodia, Pnom Penh	Pacific	Honolulu	31 January 2000
Cameroon	European	Frankfurt	31 July 2000
Canada, British Columbia, Masset	Atlantic	Vancouver	30 April 1999
Chad	European	Frankfurt	31 July 2000
Chile	Southern	Miami	31 March 2001
China	Pacific	Los Angeles	30 April 1999
Columbia	Southern	Miami	31 March 2001
Cote d'Ivoire	European	Frankfurt	31 July 2000
Croatia, Zagreb	European	Frankfurt	31 July 2000
Cyprus	European	Frankfurt	31 July 2000
Democratic Republic of Congo	European	Frankfurt	31 July 2000
Djibouti	Central	Frankfurt	31 July 2000
Dominican Republic	Southern	Miami	31 March 2001
Ecuador	Southern	Miami	31 March 2001
Egypt	Central	Frankfurt	31 July 2000
El Salvador	Southern	Miami	31 March 2001
Eritrea, Asmara	Central	Frankfurt	31 July 2000
Estonia	European	Frankfurt	31 July 2000

Ethiopia, Addis Ababa	Central	Frankfurt	31 July 2000
Fiji	Pacific	Sydney	30 April 1999
Georgia, Tbilisi	European	Frankfurt	31 July 2000
Ghana, Accra	European	Frankfurt	31 July 2000
Greece, Athens	European	Frankfurt	31 July 2000
Guatemala	Southern	Miami	31 March 2001
Haiti	Southern	Miami	31 March 2001
Honduras	Southern	Miami	31 March 2001
Hong Kong	Pacific	Los Angeles	30 April 1999
India	Pacific	Frankfurt	30 April 1999
Indonesia	Pacific	Honolulu	30 April 1999
Israel, Tel Aviv	European	Frankfurt	31 July 2000
Jordan	Central	Frankfurt	31 July 2000
Kazakhstan, Almaty	Central	Frankfurt	31 July 2000
Kenya	Central	Frankfurt	31 July 2000
Kuwait	Central	Frankfurt	31 July 2000
Kyrgyzstan, Bishkek	Central	Frankfurt	31 July 2000
Latvia	European	Frankfurt	31 July 2000
Lithuania, Vilnius	European	Frankfurt	31 July 2000
Malaysia	Pacific	Sydney	30 April 1999
Marshall Islands, Majuro	Pacific	Honolulu	30 April 1999
Mexico	Southern	San Antonio	31 March 2001
Moldova, Chisnau	European	Frankfurt	31 July 2000
Morocco	European	Frankfurt	31 July 2000
Mozambique	European	Frankfurt	31 July 2000
Nicaragua	Southern	Miami	31 March 2001
Nigeria	European	Frankfurt	31 July 2000
Oman	Central	Frankfurt	31 July 2000
Pakistan	Central	Frankfurt	31 July 2000
Paraguay	Southern	Miami	31 March 2001
Peru	Southern	Miami	31 March 2001
Philippines, Metro Manila	Pacific	Honolulu	30 April 1999
Poland	European	Frankfurt	31 July 2000
Qatar	Central	Frankfurt	31 July 2000
Romania	European	Frankfurt	31 July 2000
Russia, Moscow	European	Frankfurt	31 July 2000
Rwanda, Kigali	European	Frankfurt	31 July 2000
Saudi Arabia	Central	Frankfurt	31 July 2000
Senegal	European	Frankfurt	31 July 2000

Singapore	Pacific	Sydney	30 April 1999
Skopje (Former Yugoslav Republic of Macedonia)	European	Frankfurt	31 July 2000
South Africa	European	Frankfurt	31 July 2000
Suriname	Southern	Miami	31 March 2001
Sri Lanka	Pacific	Frankfurt	30 April 1999
Syria	European	Frankfurt	31 July 2000
Thailand	Pacific	Honolulu	30 April 1999
Tunisia	European	Frankfurt	31 July 2000
Turkey, Ankara	European	Frankfurt	31 July 2000
Turkey, Izmir	European	Frankfurt	31 July 2000
Turkmenistan, Ashgabat	Central	Frankfurt	31 July 2000
Uganda, Kampala	European	Frankfurt	31 July 2000
Ukraine, Kiev	European	Frankfurt	31 July 2000
United Arab Emirates	Central	Frankfurt	31 July 2000
Uruguay	Southern	Miami	31 March 2001
Uzbekistan, Tashkent	Central	Frankfurt	31 July 2000
Venezuela	Southern	Miami	31 March 2001
Vietnam	Pacific	Honolulu	31 October 1998
Yemen	Central	Frankfurt	31 July 2000
Yugoslavia	European	Frankfurt	31 July 2000
Zimbabwe	European	Frankfurt	31 July 2000





